

**REQUEST FOR QUALIFICATIONS  
PROPOSAL NO. 2022-04  
INSURANCE CONSULTANT SERVICES**

**I. INTRODUCTION AND PURPOSE**

The City of Palacios is requesting qualifications for Insurance Consultant Services. The Consultant would provide cost containment strategic professional services related to overall design, selection, and ongoing administration of the City's liability insurance, automobile insurance, cyber security insurance, worker's compensation insurance, employees benefit programs and more.

The City currently has approximately 35 employees eligible to enroll in group benefits. The City's benefit plan includes medical, dental and vision plans. Plan coverage is for the period October 1 through September 30. The purpose of this Request for Qualification (RFQ) is to secure the services of an independent Consultant to assist the City in the design, implementation, maintenance, and improvement of liability insurance, automobile insurance, cyber security insurance, worker's compensation insurance and employee benefit program and improve the overall benefit and cost containment strategies of its plan(s).

**II. SCOPE OF WORK**

The intent of the RFQ is to obtain professional services from a qualified firm for providing group benefit brokerage and consulting services. The scope of the work includes RFQ for liability insurance, automobile insurance, cyber security insurance, worker's compensation insurance and health insurance and other benefit coverages such as Medical/Rx Stop Loss, third party administrators (TPA), pharmacy benefit management, dental, vision, Employee Assistance Program (EAP), flexible spending, COBRA, health reimbursement account, wellness, and benefits advocacy services. There will also be meetings with staff and public meetings with city committees or City Council, wellness groups, etc., throughout the year.

Due to the wide variety of services provide by a consulting firm, the City is not going to list a full scope of services, rather the consultant will list their proposed services.

**III. PROFESSIONAL QUALIFICATIONS**

Consultant must have a demonstrated experience with similar sized clients preferably in the public sector.

**IV. PROJECT TIMEFRAME**

The City requires a quote of the cost of liability insurance, automobile insurance, cyber security insurance, worker's compensation insurance and 2022 health and benefit premiums by July 31, 2022. for budgeting purposes. Other consulting services includes advising on the Affordable Care Act (ACA), changes in the health insurance industry, changes in the healthcare plan and negotiating

directly with healthcare providers. Your responses to the enclosed list categories will also provide direction regarding the type of information we are looking to have addressed. (See Exhibit A).

## V. QUALIFICATION REQUIREMENTS

Any Consultant wishing to submit qualifications for this RFQ must submit a cover letter together with the required information to the City by the submittal deadline listed on this RFQ. All information listed below must be included in the qualifications and be arranged in the order shown below:

- a. Consultant's name and contact information, brief history, and organizational structure.
- b. On no more than twelve pages, describe the Consultant's proposed services.
- c. Identification of all key personnel that would be associated with this project. Include the responsibilities these individuals will have in this project and where their offices are located.
- d. Include a sample of an RFQ response you developed for another client's insurance.
- e. Include a list of deliverables, including various reports for insurance, and the timeframe of when these reports would be delivered.
- f. Include a brief list of references of similar sized clients.
- g. Indicate if you have experience negotiating cost with local providers, and if so, opinion if that strategy helps save costs.
- h. Other information that you deem appropriate.
- i. Submit a Price Proposal Form listing the cost to complete the project. These figures should include all expenses including time, supplies, travel (mileage, lodging, meals, etc.), photography, printing, clerical, etc. In addition, include the hourly rates to be used if additional work would be required. A Consultant will not accept commissions, overrides or any form of remuneration from the City's insurers and/or service providers in connection with services and/or products purchased by the City.
- j. The Consultant must carry Errors & Omissions liability coverage indemnifying the City from negligence on the part of the Consultant when performing contracted services. Please present a copy of the policy showing per occurrence and aggregate limits. Coverage must be specific to consulting/fee services not agent/commission services and noted as such in the certificate presented to the City in the RFP response.
- k. Required documents that must also be submitted include:
  1. Conflict of Interest Questionnaire.
  2. Disclosure Statement.
- l. Copy of license in accordance with Texas Insurance Code – Chapter 4052 Life and Health Insurance Counselors; or Chapter 4054 Life, Accident, and Health Agents; or statement for exemption purposes.

## VI. SUBMITTAL REQUIREMENTS

- a. Qualifications must be clearly marked “QUALIFICATION NO. 2022-02 – QUALIFICATIONS FOR INSURANCE CONSULTANT SERVICES for the City of Palacios.” Respondent’s name and address must appear on the outside of the envelope.
- b. Respondents are required to submit three (3) original copy, one (1) electronic copy, suitable for reproduction by the City, of the proposed package no later than **4:00 p.m. (CST) on May 27, 2022.**
- c. Qualifications should be directed to the attention of Tammy McDonald, Finance/HR Manager, and clearly labeled in a sealed package.
- d. Submit Proposal to:  
CITY OF PALACIOS  
ATTN: TAMMY MCDONALD  
FINANCE/HR MANAGER’S OFFICE  
311 HENDERSON  
PALACIOS, TX 77414
- e. Respondent shall sign and date the Qualifications. Qualifications which are not signed and dated will be rejected. All qualifications must be received at the designated location by the deadline shown. Qualifications received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable.
- f. Specifications and related documents may be obtained from the Finance/HR Manager’s Office at Palacios - City Hall, 311 Henderson, Palacios, Texas 77414, between the hours of 8:00 a.m., and 5:00 p.m., Monday through Friday or from the City’s website: [www.cityofpalacios.org](http://www.cityofpalacios.org).
- g. Pursuant to Texas Government Code 2252.908, the successful bidder must be able to provide the City of Palacios with a printed, executed, and notarized original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City’s inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission’s website at <https://www.ethics.state.tx.us>. The City’s identification number (Item 3 on Form 1295) for the successful bidder to fill out Texas Ethics Commission Form 1295 will be Bid No. 2022-02.
- h. If additional information or clarification is necessary to assist the vendor in interpreting the information in the RFQ, please contact Tammy McDonald, Finance/HR Manager at (361) 210-8282 or email: [tmcdonald@cityofpalacios.org](mailto:tmcdonald@cityofpalacios.org).

## VII. EVALUATION AND SELECTION OF PROPOSALS

- A. The contract award will be based on the following criteria. The total possible points a proposal may receive is 100 points:
  1. Demonstrated Competence, Experience and Qualifications (30 points)
  2. Proposed Services (30 points)
  3. Completion Time Schedule and other Project Commitments (10 points)
  4. Price or cost (30 points)

## **VIII. CONTRACT**

Following review of all qualifications, selection of a suitable vendor and preliminary contract negotiations, a recommendation will be made to the City Council. Upon Council approval, the City will complete contract negotiations, if required. The selected vendor should be prepared to commence work immediately following contract execution.

At any time should the top ranked firm be excused or contract terminated, the City reserves the right to open discussions with the next ranked firm. This agreement will have a term beginning on or about June 1, 2022 and ending on May 31, 2023 and up to four (4) one year extensions. The City reserves the right to terminate this agreement at any time with a thirty (30) day written notice.

## **IX. TERMINATION**

Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party of its intention to terminate as of the date specified in the notice.

## **X. ASSIGNMENT**

The potential agreement with the proposer resulting from this RFQ is a contract for the service of the firm and firm's interest in such agreement; duties thereunder and/or fees due thereunder may not be assigned or delegated to a third party.

## **XI. GOVERNING LAW AND VENUE**

This RFQ, any subsequent RFQ, and resulting agreement or purchase order, shall be construed and governed by the laws of the State of Texas in a court to competent jurisdiction located in the State Courts of Matagorda County, Texas.

## **XII. REVISIONS TO THE RFQ**

The City reserves the right to cancel, in part or in its entirety, the RFQ including but not limited to: submittal date and submittal requirements. If the City cancels or revises the RFQ, all known proposers will be notified in writing by the City and any addendum to the RFQ will also be posted on the City's website.

## **XIII. RESERVATIONS**

The City reserves the right to waive any irregularities and to reject any or all proposals. Those submitting a proposal for this project are responsible for any and all costs associated with the preparation and submissions of a proposal in response to this RFQ.

**XIV. CONFIDENTIALITY**

All proposals submitted will be deemed confidential during the evaluation process. Proposals will not be available for review by anyone other than City personnel and/or authorized agents unless otherwise directed by law, including the Public Information Act during the evaluation process. All materials submitted to the City become public property and are subject to the Texas Public Information Act. If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at the time of the submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary upon public request.

**XV. PROPOSER'S CERTIFICATION**

I certify that I am authorized representative of the firm.

\_\_\_\_\_  
Firm Submitting Proposal

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Date

**EXHIBIT A - Benefits Consultant Services**  
(Please provide responses to the following categories)

- 1) Development of short and long range insurance and employee benefit plan, goals and strategies.
- 2) Perform current analysis of plan offerings, design and cost structure in an effort to identify cost containment or reduction measures to minimize potential rate increases; provide cost projections based on Fiscal and Benefit plan year.
- 3) Review and analyze claims experience, claim service, and claim administration to ensure maximum benefit to the City of Palacios.
- 4) Determine and recommend the most cost-efficient funding methods for benefit programs.
- 5) Assess current plan, educate and advise on Healthcare Reform, specifically PPACA, and the key strategic decisions for City consideration.
- 6) Prepare Insurance Request for Proposals (RFP) and Health Plan Request for proposal (RFP) specifications and assist with solicitation of proposal from insurance vendors that specialize in group insurance plans for large employers.
  - a) Evaluate bids and bidders, including administration, coverage, claim payment procedures, customer service, networks, reserve establishment policies and financial solvency.
  - b) Provide City with a thorough analysis of proposed alternatives and assist with the evaluation and selection process.
- 7) Provide City with information related to local and national benefit trends and provide industry specific benchmark survey data to help design program offerings with employee and employer costs compared to similar organizations.
- 8) Meet with and provide reports and presentations to various City representatives, including City Council.
- 9) Assist with filing of all IRS tax forms, especially form 1095C.
- 10) Assist with the implementation and communication of Benefit program, which may include attending and presenting information at Open Enrollment meetings when requested.
- 11) Partnerships with the Finance/HR Manager in the administration of all insurance and group insurance plans including responding to questions from and providing information to staff, and providing other benefits-related advisory services throughout the plan year.

- 12) Assist with performance management of various Benefit plan vendors.
- 13) Serve as resource and advisor on regulatory issues related to Public Employer Benefit Administration and provide general guidance on health and welfare regulatory compliance.
- 14) Recommend innovative ideas and new products, programs and services to ensure a competitive, valued and cost effective benefits program.
- 15) Introduce proven programs and ideas to manage healthcare costs and develop wellness programs, to include recommendations and incentives to enhance current or new programs.
- 16) Describe the on-going support you would provide the City regarding plan performance.
- 17) List additional services which your firm offers which may not be previously listed.
- 18) Provide the costs to be charges by the proposer to perform the services required under this request for proposal. Please note that the City will not consider a commission-based proposal.